



## COORDINATOR OF INFORMATION TECHNOLOGY (IT)

Supervisor: Superintendent	FLSA Status: Exempt
Department: Information Technology	Terms of Employment: 260 Days; 8 hours/day
Supervises: Assigned Staff	Position Type: Full-Time

### **Nature of Work**

Coordinates and supervises all aspects of instructional technology in the district, including instructional integration, technology standards, professional development, and curriculum development. Provide leadership, consultation, and technical assistance to the District and its staff in the utilization and implementation of technology. The Coordinator of Information Technology must be customer service oriented. This position reports directly to the Superintendent.

### **Duties and Responsibilities**

- Coordinates the computer education program in all schools.
- Promotes effective instructional use of technology in all schools.
- Oversees on-going technology professional development and follow-up for certified personnel at the district, school, and classroom levels.
- Implements a work order system for repairs and maintenance of technology.
- Provides instructional technology training to staff for classroom instruction.
- Develops, implements, and monitors plans for effective use of technology. Plans include, but are not limited to, the technology component of the district's master plan.
- Evaluates instructional materials for potential district-wide adoption.
- Evaluates the use of instructional technology in the district and promotes research-based 21st Century instructional technology practices.
- Promotes compliance with governmental standards, copyright, board policy, and acceptable use policies related to technology.
- Collaborates with district instructional personnel and staff to support effective instructional use of technology.
- Oversees the technology repair and maintenance of district 1-to-1 technology.
- Plans and manages the configuration and timely maintenance of the entire network infrastructure including equipment, servers, PC's, operating systems and network filtering systems.
- Provides direction to the District on the selection and purchasing of instructional technology, software, and audio-visual materials.

- Coordinates the installation, repair and maintenance of computer equipment, technology systems and networks.
- Oversees and updates the district and school websites.
- Maintains an up-to-date inventory list of all computer hardware and software used in the district.
- Maintains up-to-date acceptable use policies for school district personnel and students.
- Agrees to fulfill performance responsibilities in assigned location(s).
- Recommends district information policies, plans, guidelines, and standards that pertain to technological operations.
- Works with outside vendors to plan for network needs and develop a long range plan for ensuring a stable and robust network to run technology applications.
- Attends required professional development training.
- Exhibits professionalism by maintaining good attendance and adhering to assigned work schedule.
- Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.
- Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.
- Supervises and evaluates assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Complies with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Working outside of the work schedule may be required.
- Adheres to educational guidelines as defined by the New Mexico Public Education Department.
- Is a member of the superintendent's cabinet.
- Safeguards the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Complies with the Code of Ethics, School Board Policy, administrative directives, local, state, and federal, regulations, rules, and statutes.
- Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

### **Minimum Qualifications**

1. Bachelor's degree in Information Systems or related field or alternative degree approved by the Superintendent.
2. Three (3) years of supervisory experience

### **Preferred Qualifications**

1. K-12 Teaching Experience

### **Knowledge, Abilities, and Skills**

**Knowledge of:** General knowledge of computers and related technologies as they apply to pre K12 education; general knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning; computer hardware and common software applications; local, state, and federal policies and procedures regarding technology; capabilities, limitations and service requirements of computers, servers, and auxiliary equipment.

**Ability to:** train educators in the use of hardware and software to meet the technology competencies necessary for educators; plan, develop, implement, and evaluate large programs; lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans; evaluate the effectiveness of programs and make recommendations for improvements; maintain complete and accurate records and statistics and to develop meaningful reports from information; establish evaluation strategies and implement formative and summative activities.

**Skills in:** analyzing issues, evaluating alternatives, and making logical recommendations based on findings to address concerns and/or make recommendations to improve programs, policies, processes, procedures, and methods; processes, procedures, and applicable rules and regulations; reading, interpreting, and communicating policies, regulations, and technical information; reviewing, preparing, evaluating, and verifying relevant records, reports, calculations, documentation, and presentations; maintaining complete and accurate records; effectively managing and leading staff, and delegating tasks; interpreting technical instructions and analyzing complex variables; operating a personal computer with installed generic and specialized software; assessing and prioritizing multiple tasks, projects, and demands to ensure achievement of goals and objectives.

**Licenses and Certifications**

Valid NM Driver’s License

**Environmental and Physical Factors:**

Work is performed in a standard office environment. Light physical demands; frequent use of a personal computer and standard office equipment.

**Work Situation Factors**

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education’s policy on evaluation of professional personnel.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital

status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.